

Maniilaq Association
02/07

Title: Infection Control & Employee Health Manager
Program: Infection Control
Housing Priority: 1
Safety Sensitive: Yes

Range: 18
Status: Exempt
Covered: Yes
Sensitive: No

POSITION SUMMARY

Oversees Infection Control/Employee Health Services for all of the Maniilaq Health Center and the regional *village* clinics. Supervises Sterile Supply Services to Acute Care, Ambulatory Care, Specialty Clinic, Dental and villages on a limited scale. Troubleshooter for Infection control issues for Maniilaq Association. This position reports to the Director, Safety and Support Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develops, implements and maintains the Infection Control Program according to established policies and procedures in accordance to the standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and OSHA Regulations. Conducts surveillance activities as required to ensure standards are being maintained.
2. Provides annual Infection Control in-service education programs for all departments. Presents new employee orientation in Infection Control at least monthly.
3. Serves as chairperson for the Infection Control Committee: develops the agenda, chairs the meetings, insures that appropriate information is reported and discussed, and necessary documentation is maintained.
4. Develops, implements, monitors, and reports the Annual Service Plan (ASP) and other Performance Improvement (PI) activities to applicable committees (Infection Control and Performance Improvement Council), *for all* assigned departments, involving staff as appropriate in the process.
5. Hires, disciplines and supervises the Central Supply Technicians, assuring that they have the needed training, direction, and evaluation of their activities.
6. Coordinates the procurement of supplies and equipment with the Purchasing Department. Insures adequate levels of supplies and equipment. Monitors vendors and cost to reflect best utilization of resources.
7. Establishes and implements Infection Control/ Central Sterile Supply Department Policies and Procedures. Reviews and revises Policies and Procedures annually.
8. Manages the Employee Health Program. Assesses adult immunization status and administers immunizations. Maintains Employee Health Records and database.
9. Maintains and Documents Age-Specific and Area-Specific competency on all staff.
10. Completes Performance Reviews on all staff in an appropriate and timely manner.
11. Fit testing for n-95 mask for all staff in region that needs fitted.

MINIMUM REQUIREMENTS

A degree in Nursing with at least three (3) years experience as a registered nurse. Current RN licensure in Alaska. Must be qualified by education and experience. Certification in Infection Control (CIC) and Certified Registered Central Supply Technician (CRCST) both desired. Potential for exposure to communicable diseases and hazardous materials.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of people in this job.

REVIEW/APPROVAL

Immediate Supervisor

Date

Second Level Supervisor

Date

Human Resources
Date

Date

Employee